APPLICATION FORM FOR ACADEMIC COURSES WITH FORMAL QUALIFICATIONS UNDER IRASSU LIFE-LONG EMPLOYABILITY TRAINING GRANT SCHEME (LETGS) FOR MEMBERS

Please read the following carefully:

1. With effect from 01 January 2012, IRASSU members who wish to pursue academic courses that lead to formal qualifications (example: diploma, degree and masters) should submit their application under this scheme <u>in the year that they start their academic course.</u> This is to ensure efficient allocation of funds as the reimbursement will be accumulated and disbursed to the member upon successful completion of the course.

2. Throughout the period of your academic course, you would not be eligible to apply for other short courses. Hence, it is important that you provide a realistic targeted timeframe for completing your academic course in the form below.

3. With effect from 01 January 2012, IRASSU members who have applied for Staff Development Scheme (SDS) can also apply for this scheme to seek reimbursement for course fees, subject to a cap of $250 per calendar year. The list of pre-approved courses under SDS is at iNex>>>People Matters>>>My Learning and Development.

4. Please read through the terms and conditions of the scheme before submitting this application.

5. By completing and submitting this application, I consent to the collection, use, disclosure and retention of my personal data by IRASSU for the purposes of processing and managing my claims under LETGS.

6. I will inform IRASSU immediately of any changes to my contact details and/or personal data in order that IRASSU is able to contact me for all matters relating to this claim made by me under LETGS.

Details of the Course of Study

Course Title (Please attach course details such as syllabus)	
Institution	
Course Commencement Date	Target Completion of Course (state the year)
Have you applied for Staff Development Scheme for this course? (Yes / No) *please circle* Has your application for Staff Development Scheme been approved? (Yes / No) *please circle*	

Applicant's Particulars

Full Name (as in NRIC) and Signature	Division/Branch/Extension
NRIC No.	Mobile No.